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# Medicaid Administrative Claiming (MAC) Overview

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**Local Health Department/District (LHD), Early Childhood Intervention (ECI), & Mental Health and Individuals with Developmental Disabilities (MH/IDD)**

# The Purpose of MAC

- ❑ To provide entities the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program such as:
  - Medicaid Outreach
  - Medicaid Referral, Coordination, and Monitoring
  - Medicaid Transportation and Translation
  - Medicaid Provider Relations

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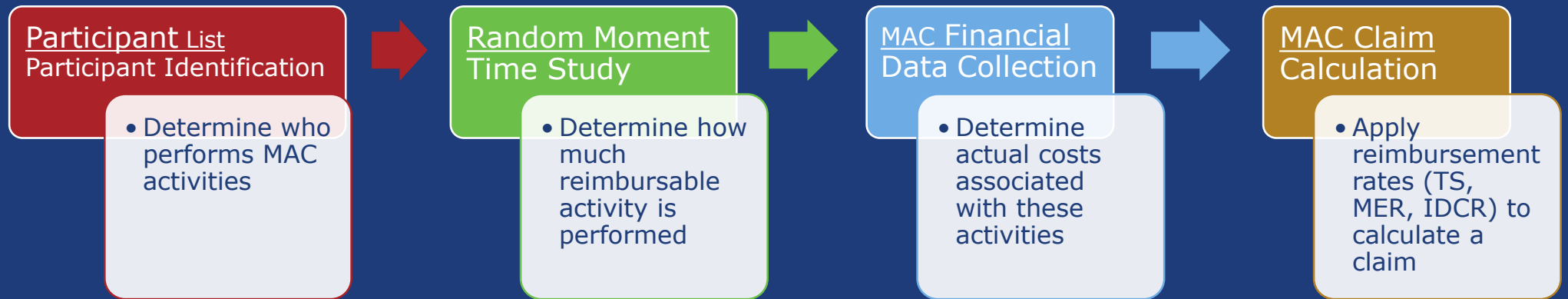
# The Benefits of MAC



- **Generate Revenue from MAC claim submission**
  - Dedicated to the provision of health services
- May be used to enhance services at the entities' program
  - by improving and/or expand the level and quality of health/medical services provided to clients within the community



# MAC Process



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# MAC Participation Requirements



- ✓ A MAC contract must be filed and executed with HHSC in order to enter financial expenditure information.
- ✓ Required RMTS participation must be satisfied for the quarter in which the claim is filed.
- ✓ Appropriate financial information must be collected, entered, and certified in order to calculate a claim.
- ✓ The claim must be signed by a entity's employee with signature authority, notarized, and submitted to HHSC for payment.

**Note: Copies of all signed documents and financial statements must be kept in an Audit Documentation File**

<https://rad.hhs.texas.gov/medicaid-administrative-claiming/mac-contracting-information>

# MAC Financial Contact Responsibilities

- Serve as financial liaison between HHSC & Fairbanks LLC
- Must attend MAC Financial Training at a minimum annually
- Enter, verify, and certify the MAC financial data on the system
- Certify, notarize and submit quarterly MAC financial reports
- Maintain financial documentation and supporting materials
- Must be listed as the primary MAC Financial Contact
- Trained Financial Contacts must maintain the accuracy of ALL Contacts in the cost reporting system

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# What Costs Can I Report?

- ☐ The following costs can be reported on your quarterly MAC Financials
  - ☐ Employee Salaries
  - ☐ Employee Benefits
  - ☐ Contracted Staff costs
  - ☐ Other Costs such as:
    - ☐ Travel and Training
    - ☐ Materials and Supplies
    - ☐ Equipment and Operation Costs



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# MAC Financial Reporting

- MAC financial quarters will not be opened unless the following requirements are met:
  - Active contract with HHSC
  - Appropriate MAC & RMTS training for the FFY
  - RMTS Requirements are met
- If you are unable to access the quarter, please contact the MAC team via email at:

**[MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us)**

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# Dates To Remember for FFY 2021



<b><u>Federal Fiscal Quarter</u></b>	<b><u>Financials Open</u></b>	<b><u>Financials Close</u></b>
1 <sup>st</sup> Quarter October-December	05/10/2021	06/25/2021
2 <sup>nd</sup> Quarter January-March	08/02/2021	09/17/2021
3 <sup>rd</sup> Quarter April-June	10/25/2021	12/10/2021
4 <sup>th</sup> Quarter July-September	01/17/2022	03/04/2022

# Contacts

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Medicaid Administrative Claiming – (512) 462-6200

[MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us) (MAC Email Box)

<https://rad.hhs.texas.gov/medicaid-administrative-claiming> (MAC Website)

**Team Lead:** Monica Roussel-Methena

**MAC Program Specialists:**

Jamie Hale

Albert Gomez

Carl Mamula

**STAIRS (State of Texas Automated Information Reporting System)**

[info@fairbanksllc.com](mailto:info@fairbanksllc.com)

Fairbanks Hotline: (888) 321-1225



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